

Parents & Friends

ANNUAL GENERAL MEETING AGENDA & MINUTES

6.00pm, Tuesday the 19th of November 2024

Attendees:

- Pauline Su (President)
- Amanda Green (Vice-President)
- Brad Smith (Secretary)
- Peter Hughes (Other Officer)
- Sonia Scott (Other Officer)
- Lyn Jarvis (Director of Community Engagement)
- Jules Davies (Community Engagement Manager)
- Dr Julie McGonigle (Head of School)
- Brad Swibel (Deputy Head of School)
- Kirsten Mcaulley (Deputy Head of School)
- David Gosling (6)
- Lina Diaz (6)
- Robert Ward (8)
- Halley Chan (8)
- Michelle Chong (9)
- Amanda Roberston (7)
- Mae Leen Choe (9)
- Liza Walsh (8)
- Justine Nicolls (K, 2)
- David Loughry (6, 8)
- Anna Bertalli (8)
- Rachelle McDonald (5, 8)
- Davina Langton (8)
- Natalie Cooney (K, 2)
- Justin Beck (5, 7)
- Kirsten McCaulley
- Hayley Douglas (6)
- Grace Susanto (10)
- Walid El-Khoury (10, 12)
- Marita Cranwell (8, 10, 12)
- Domenic Scarfone (7)

Apologies:

- Simon Chan (Treasurer)
- Heidi Beck (Other Officer)

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- Melanie McCloughlin

Item	Notes
President's welcome (Pauline Su)	6.22pm
Acknowledgement of Country (Amanda Green)	
Prayer (Peter Hughes)	
Apologies (Pauline Su)	<ul style="list-style-type: none">• Melanie McCloughlin• Simon Chan (Treasurer)• Heidi Beck (Other Officer)
Reading and confirmation of the minutes of the previous Annual General Meeting (Pauline Su)	<p>Proposal: Confirmation of the 2023 Annual General Meeting Minutes</p> <p>Proposed by: Pauline Su</p> <p>Seconded: Sonia Scott</p> <p>Resolution - Accepted</p>
President's Report (Pauline Su)	<p>As my first year in this role as President, there was definitely a lot to learn. Sometimes it was smooth sailing. Other times, it was eye-opening.</p> <p>Nevertheless, it has been a great privilege to be able to lead a team whose mission is to foster a sense of community and connect, which is not always easy in a city school, to support an amazing school like SACS and to have met so many parents throughout the year.</p>

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2024 has been filled with year group socials, parent prayer meetings, recorder groups and a wide range of events giving the parent community many opportunities to both attend and volunteer. Our events include Coffee in the Square, Kirrikee Picnic Day, Grandparents' Day, Gala Day, the Senior school swimming carnival, the Christmas markets and Bye Bye Blue coming up in a few weeks. All these events seek to bring opportunities for families to connect with others and with the school.

In addition to our community-building events, the P&F has been actively involved in fundraising throughout the year. These efforts were initially aimed at supporting the Building Project for the Design Centre, which we were excited to contribute towards. However, due to an unforeseen setback with the project, we will be allocating funds to some of the proposals that have been submitted by staff and the community. Thank you to everyone who has contributed to our fundraising efforts—we are confident that your support will make a significant impact throughout the school.

Our P&F meetings, have provided a wonderful forum for parents to hear about updates and future plans from the school executive, as well as share ideas or concerns in a relaxed and friendly environment. This year, we were pleased to welcome many new faces to our meetings, and we would like to encourage more parents to join us in the future.

Throughout the year, we also hosted several 'P&F Presents' events—insightful evenings featuring panels of staff experts. These sessions shed light on various aspects of school life and as well as opportunity for Q&A discussions. In 2024, our parents requested we focus on the important topics

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of Technology and Cultural Awareness at SACS, providing valuable perspectives for all who attended.

And now to some thank yous. Firstly, thank you to the entire parent community for supporting the P&F in 2024. Whether you have attended a meeting, volunteered or attended an event, you have supported us. We appreciate how hard it is to juggle your families (especially if you have young children) and work commitments to attend our meetings. Showing up really shows your support and please know that it does not go unnoticed.

A special thank you also goes out to our parent convenors, who have played such an essential role this year in communications and in strengthening our parent community. Your contributions have been vital to building a strong and supportive parent network and we are so thankful to each one of you.

Thank you also to the school staff and especially to Dr McGonigle, who take time out of their busy schedules to show their support by joining us for meetings, listening to our concerns, sharing their expertise at our 'P&F presents' evenings and attending our events when they could be at home with their families.

I would also like to say a big thank you to the community engagement team and especially to Lyn Jaris and Jules Davies. Thank you for the support you have given our exec team which was fairly fresh at the beginning of the year, as well as myself, as we journeyed through the year together. We often take for granted all the things you do for us because we don't see what goes on behind the scenes and often assume that things just magically happen. You and your team ensure that our events are possible and

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	<p>help to make everything run as smoothly as they can, which is not an easy task when you have a school that is as jam-packed as it is at SACS. Thank you also to Tim Steiner and Jude Karikos for their assistance at so many of our events.</p> <p>Behind every leader, there is a team of hard workers.</p> <p>A healthy team is one that can have big discussions, disagree and then still work together to get the job done for the good of the wider community. And I'm pleased to say that's the exec team we had in 2024.</p> <p>Thank you to my exec - Heidi, Amanda, Sonia, Brad, Simon and Peter. Thank you for your support throughout the year whether it be enduring the hiccups of setting up new WhatsApp groups, the thankless task of writing minutes and making sure we hit deadlines, looking at the numbers, budgets and authorising payments, or helping to pack up at the end of an event when everyone has gone and all we are left with is rubbish. Thank you for your commitment to attending meetings (even if it means making a special trip in from interstate) and thank you for the robust discussions we have late into the evening and for your support.</p>
<p>Audited Financial Statements & Treasurer's Report for the previous financial year</p> <p>(Pauline Su)</p>	<p>I can report that our Financial Statements for the calendar year ended 31 December 2023 were audited by Nexia Australia with no issues being raised as a concern. The St Andrew's P&F Association met all its reporting obligations with the Australian Charities and Not-for-Profits Commission in relation to this year.</p> <p>Our Parent Membership Subscriptions were set for 2024 at \$80 per family, raising the majority of our funds, which this year totalled \$83,920. This represents a total of 1,049 families contributing via payment of subscription or 97% of our families. This is a great response from our community and we</p>

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	<p>thank all parents and carers for supporting the P&F.</p> <p>Throughout 2024, the P&F have undertaken fundraising activities and financially supported a number of regular events for the SACS community. We greatly appreciate the support of the many P&F volunteers and school staff that help make these events a success.</p> <p>Fundraising activities were completed for Gala Day (\$12,300 raised after costs), Swimming Carnival BBQ and the Christmas Markets (with funds still being finalised for these events).</p> <p>P&F funds were also provided to support Grandparents Day (\$6,773), Welcome in the Square events (\$3,018), advance payments deposits for Year Group social events and the annual school service award (\$100).</p> <p>The P&F have also contributed a donation of \$3,000 to the Penrose Rural Fire Brigade.</p> <p>Proposal: Accept the Treasurer's Report</p> <p>Proposed: Amanda Green</p> <p>Seconded: Sonia Scott</p> <p>Resolution: Accepted</p>
Determination of the annual subscription (Pauline Su)	<p>Current fee \$80</p> <p>Proposal: Keep the fee at \$80</p> <p>Proposed: Pauline Su</p> <p>Seconded: Peter Hughes</p> <p>Resolution: Accepted</p>
Election of officers (other than the Head of School and ex-officio officers)	<p>All positions open.</p> <p>Thanks to all the 2024 Executive.</p>

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(Kirsten Macaulay)

President: Pauline Su

Nominator: Mae Leen Choe

Seconded: Veronica Box

Not contested - **Accepted**

Vice-President: Amanda Green

Nominator: Anna Bertalli

Seconded: Rachelle McDonald

Not contested - **Accepted**

Treasurer: Simon Chan

Nominator: Rachelle McDonald

Seconded: Anna Bertalli

Not contested - **Accepted**

Secretary: Bradley Smith

Nominator: Petra KleeGraefe

Seconded: Kirsty Hales

Not contested - **Accepted**

- Discussion regarding the number of Other Officers and having husband and wife on the Executive Committee.
- Discussion around the number of Other Officers - and whether to have a motion to limit the number to 4.

Meeting paused 6.57pm to allow for Guest Speaker

Meeting resumed at 7.32pm

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- No motion ultimately put - meeting proceeded

Other Officer: Heidi Beck

Nominator: Justine Nicholls

Seconded: Pauline Su

Not contested - **Accepted**

Other Officer: Peter Hughes

Nominator: Mae Leen Choe

Seconded: Veronica Box

Not contested - **Accepted**

Other Officer: Justine Nicholls

Nominator: Heidi Beck

Seconded: Pauline Su

Not contested - **Accepted**

Other Officer: Lina Diaz

Nominator: David Gosling

Seconded: Pauline Su

Not contested - **Accepted**

Other Officer: Domenic Scarfone

Nominator: Amanda Green

Seconded: Halley Chan

Not contested - **Accepted**

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	<p>Other Officer: Halley Chan</p> <p>Nominator: Anne Bertalli</p> <p>Seconded: Rachelle McDonald</p> <p>Not contested - Accepted</p> <p>Other Officer: Hayley Douglas</p> <p>Nominator: Halley Chan</p> <p>Seconded: Amanda Green</p> <p>Not contested - Accepted</p>
Appointment of Auditors (New President)	<p>Proposal: Reappoint Auditors</p> <p>Proposed by: Pauline Su</p> <p>Seconded: David Gosling</p> <p>Resolution - Accepted</p>
Closing comments (Pauline)	Thanks to Sonia Scott for her contributions to the Executive Committee.
Prayer for incoming Executive (Peter Hughes)	
Close meeting	7.35pm